



The Manufacturers Association

JOB QUALIFICATION STANDARD (JQS)

Occupation: QUALITY ASSURANCE AUDITOR
Work Process (Competency): Maintenance and Recordkeeping
Practical Hours: 600 hrs.

Standard (Objective Group): Quality Equipment Management: Apply a working knowledge for the care and documentation for measurement tools used for process verification within the organization’s quality assurance program.

Performance Objective (Skill Objective): Demonstrate the ability to set up, calibrate, maintain and document inspection equipment, in accordance with internal and external standards.

Performance Indicator	Qualification Date/Initial
Demonstrate the ability to identify and apply various methods of cleaning, maintenance, handling and storing gauges.	
Using the principles of calibration systems, identify and use basic tracking and identification methods such as logs, stickers and identification codes to control calibration equipment.	
Demonstrate the ability to apply working standards and international standards for the calibration of measurement equipment.	
Demonstrate the ability to perform calibration of measuring instruments with an understanding of tolerance requirements.	
Demonstrate the ability to apply standards for the traceability of measurement equipment.	
Demonstrate the ability to synthesize environmental conditions on gage calibration and perform the appropriate actions to consider temperature, humidity, vibration and cleanliness of the gauge.	
Demonstrate the ability to take the required actions when out-of-calibration instruments are detected.	
Demonstrate the ability to perform scheduled maintenance of shop floor tools.	
Demonstrate the ability to manage computerize and physical inventory of audited work.	

Apprentice Signature:	Completed: MM/DD/YY
Mentor Signature:	Completed: MM/DD/YY
Supervisor Signature:	Completed: MM/DD/YY
Comments:	